

Student Name _____

Grade _____

REQUIRED FORM

NIS Finance Policy – Terms and Conditions

- All payments must be made by cash, check, or wire transfer.
- All fees associated with wire transfers are the responsibility of the parent/guardian.
- When converting Php to dollars, the fixed exchange rate given by the school is \$1 = php48
- For Nursery thru 12th grade, a one-time **Application Fee** of \$100 is payable BEFORE a student takes the Entrance Exam and is non-refundable.
- For Nursery students, the **Miscellaneous fee** of \$300 must be paid in-full upon enrollment and includes: Two sets of “casual” uniforms, student supplies (excluding nappies), and utilities. Parents are required to provide nappies and feeding bottles (if applicable). This fee is non-refundable and is payable each academic year of enrolment.
- For Kindergarten students, the **Miscellaneous fee** of \$750 must be paid in-full upon enrollment in order to receive: books, supplies, 2 sets of school uniform (1 casual & 1 formal), 1 set of PE uniform, & homework bag. This fee is non-refundable and is payable each academic year of enrolment.
- For 1-12th grade students, the **Miscellaneous Fee** of \$1000 must be paid in-full upon enrollment. This “one-time” fee is used for utilities technology and capital improvements to the school and is non-refundable.
- For 1-12th grade students, a **Deposit** of \$1000 must be paid in-full upon enrollment. This fee is refundable upon leaving the school.
- Uniform fees** are non-refundable. Incorrect uniform sizes can be exchanged within 48hrs of purchase. No refund is given for damaged clothing. The school does not do re-fitting or alterations.
- Transportation fees** are only refundable if a student is permanently removed from the bus by the school or parent/guardian.
- Tuition can be paid in two ways: (1) Full annual payment (less 5%) before the school year begins OR (2) two installments. In case of option 1, full payment must be made before the first day of classes in order for the student to attend class. In case of option 2, the first installment is due before classes begin. The second installment is due before the start of the 2nd Semester. Students will not be permitted to attend class if the necessary installment is not paid prior to the start of each semester.
- The school will issue billings in both hard and soft copy format. If a parent/guardian does not respond to the hard/soft copy, a follow-up phone call will be made within 14 days. Following this, the issue will be referred to the Headmaster who will schedule a meeting with the parents/guardians. If payment is not made within the requested time-frame, the student will not be allowed to attend classes.
- All outstanding balances after the due date of the hard/soft copy billing are subject to a 2% surcharge.
- Cafeteria** food is pre-ordered and pre-paid on a monthly or annual basis. No refunds are given. Pre-orders which do not include payment will not be processed.
- Payments for the school’s **transportation service** must be made within 7 days of receiving the billing. If payment is not made, the student will not be allowed to use the transportation service
- Refund Policy.** A pupil who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one month will be charged according to the policies on the refund of tuition and other school fees.” (Art, XIII Sec. 66 of the Manual of Regulations for Private Schools)
 - a) Ten percent (10%) of the total amount for the term (that is full amount charged for one school year) if he withdraws within the first week of classes regardless of whether or not he has actually attended classes.
 - b) Twenty percent (20%) of the total amount for the term (that is full amount charged for one school year) if he withdraws within the second week of classes regardless of whether or not he has actually attended classes.
 - c) A pupil may be charged the entire school fee in full if he withdraws any time after the second week of classes regardless of whether or not he has actually attended classes.
 - d) Where tuition and other school fees are paid for the first month in a monthly installment scheme, no refund shall be given to the pupil when he withdraws anytime after the registration period.
 - e) Miscellaneous and other school fees are non-refundable.
- Pro-rating of fees:**
 - o The Application Fee, Miscellaneous Fee, and Deposit are payable in-full regardless of the time of enrollment.
 - o Students who enroll during the academic year will be charged tuition based on a ten-month scale. The school year is August to May (10 months). Accordingly, if a student enrolls in September, the student will be charged 9/10th of the annual tuition rate. NOTE: Partial months will not be calculated.

Parent/Guardian signature

Date